

<input checked="" type="checkbox"/> UNCLASSIFIED		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	[REDACTED]		APR 6, 67	[Signature]	
2					
3	FOIAb3b				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p>Remarks: The use of the block style only is not satisfactory for this Agency. Our correspondence is so varied and deals with so many levels that it cannot be limited to one format. This Agency has too many special requirements (memos, etc.) to be able to follow a standard Government handbook. Each area to whom this Agency reports has specific requirements that we must comply with. This Agency relies heavily on the use of the memo format for internal use and also to comply with the orders of other areas of government. The new manual does not assist in this area. This Agency is also concerned with classified material at all levels and other procedures are required. The only possible handbook for CIA must be internal.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[REDACTED]				4/5/67	
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This release contains chapters which are not required for this Agency and also some material which is not correspondence. I do not feel that the chapters dealing with grammar, forms of address are not required and should not be included in this manual. One copy of these chapters in each office would be sufficient.
I do not feel that this manual will be satisfactory for use in this Agency.